

Saucon Valley School District
Regular Meeting of the Board of Education
November 10, 2020 – 7 pm
ZOOM Meeting

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Welcome to the meeting of the Saucon Valley School Board. Our objective is to serve the students, parents, and residents of our community. You are an important part of this meeting and we look forward to your questions and comments.

We are all here for the same reason. All opinions are welcomed and equally valuable. Our only request is that we address each other with civility and respect. Our courtesy toward each other is the best way to show our students how much we respect them as well.

Notice to Public - *This is to notify all in attendance at the Saucon Valley School Board meeting that the district is video and audio taping the meeting and the meeting will be posted for public viewing according to district policy.*

Agenda

6:15 pm – Executive Session for the purpose of safety and security.

- I. **Call to the Order** – *Dr. Shamim Pakzad, President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *David Bonenberger, Secretary*
- IV. **Motion to Approve Agenda**
- V. **Announcement of Executive Session** – November 10, 2020
- VI. **Approval of Minutes** – October 27, 2020
- VII. **Recognition** – None
- VIII. **Presentation** –None
- IX. **Superintendent’s Report** – *Dr. Craig Butler, Superintendent*
- X. **Courtesy of the Floor to Visitors – Agenda Items Only** – *Visitors should state their name and address.*

XI. Presentation of Bills – David Bonenberger

- A. General Expenditures – \$ 404,632.88
- B. Cafeteria Expenditures – \$12,498.47
- C. Health Benefits – None
- D. Capital Projects – None

Recommendations for Approval**Presentation of Bills**

1. Approve the above presentation of bills.

Recommendation: To approve all motions and recommendations as listed above in Presentation of Bills.

XII. Treasurer's Report – Cedric Dettmar/David Bonenberger

- A. Cash Investment and Bond Activity – None
- B. Condensed Board Summary Report – None
- C. Capital Project Finance Report – None
- D. Budget Transfers – \$1,216.71
- E. Middle School Activity Report – None
- F. High School Activity Report – None

Recommendations for Approval**Treasurer's Report**

1. Approve the above Treasurer's Report.

Recommendation: To approve all motions and recommendations as listed above in Treasurer's Report.

AGENDA ITEMS**A. Education****Items/Projects for Discussion**

- A. Academic and Personnel Committee Summary – November 4, 2020
- B. Discussion of Winter Sports

Recommendations for Approval**Surplus/Obsolete**

1. Approve the attached lists of Surplus/Obsolete items.

First Reading of Policies

2. Approve the first reading of the following policies:

217 – Graduation Requirements

247 – Hazing

249 – Bullying/Cyberbullying

Recommendation: To approve all motions and recommendations as listed above in Education.

B. Personnel**Items/Projects for Discussion**

None

Recommendations for Approval**Professional Retirements**

1. Approve the following professional retirements:

James Colbert, middle school social studies teacher, effective at the end of the 2020-21 school year.

Linda Castner, first grade teacher, effective November 16, 2021.

Paraprofessional Resignations

2. Approve the resignation of Kimberly Reilly, high school paraprofessional; her last day was October 30, 2020.

Food Service Furloughs

3. Approve the ratification of furloughs due to school closure and lack of work from November 2, 2020 through November 13, 2020 for the following food service employees:

David Rasich

Sonja Miller

Susan Adams

Wanda Luybli

Margaret Miller

Cindy Kichline

Sabbatical Leave

4. Approve the following sabbatical leave:

Jennifer Campbell, kindergarten teacher, for the first semester of the 2021-22 school year for study. Mrs. Campbell will return to her position on the first day of the second semester.

Family First Coronavirus Response Act Leaves

5. Approve the following Family First Coronavirus Response Act leaves:

Christina Higgins, middle school special education teacher – extending her leave until November 27, 2020. She was to return November 16, 2020. She will now return on November 30, 2020.

Kristin Schlotter, middle school science teacher – November 11, 2020 through December 23, 2020. She will return on January 4, 2021.

Bus Driver

6. Approve transferring James Bartley from Part Time Bus Driver to Full Time Bus Driver pending completion of requirements.

Long Term Substitutes

7. Approve the following long term substitutes:

Shanann Clayton, first grade long term substitute, beginning approximately November 30, 2020 and continue through approximately April 30, 2021. Base salary is \$53,182 (B, Step 1), which will be prorated for the number of days worked. Ms. Clayton is replacing Julie Bechtold, who will be on maternity leave during this time.

Owen Divers, fourth grade long term substitute, beginning November 30, 2020 and continue for the remainder of the 2020-21 school year. Base salary is \$53,182 (B, Step 1), which will be prorated for the number of days worked. Mr. Divers is replacing Vivian Demko, who is on leave then retiring.

Job Description

8. Approve the first reading of the following job description:

Assistant to the Superintendent

Co-Curricular/Extra Duty Appointments

9. Approve the following co-curricular/extra duty appointments for the 2020-21 school year. (See NOTE below)

High School

Michael Yoder – 9th Grade Class Advisor – \$746

NOTE: *The District's obligation to pay the coaches and supplemental positions above is subject to the District's ability to hold and/or participate in the activity in light of the COVID-19 Crisis. In the event (1) the District is closed or providing modified services, (2) unable to hold the activity as the result of direction from outside agencies such as PDE, PIAA, the CDC, the Governor's Office, District XI, etc., or (3) the Administration determines not to hold such activities for the safety of the students and community, the District shall have no obligation to pay athletic and non-athletic contracts appointed herein. In the event the fall sports and/or activities are reduced, the athletic and non-athletic contracts approved above shall be paid a pro-rated amount of the stipend based on the percentage of the season/activity that was held and students participated. The decision to cancel and/or discontinue the activities or sports season shall be at the exclusive discretion of the Administration based, in part, on guidance from the Center for Disease Control, the Commonwealth of Pennsylvania, other health agencies, and student participation in such activities.*

Recommendation: To approve all motions and recommendations as listed above in Personnel.

C. Facilities

Items/Projects for Discussion

None

Recommendations for Approval

Change Order Credit #1 Auditorium Project

1. Credit change order for unused material allowances in the amount of \$7,295.00 from CMG of Easton, Inc.

Recommendation: To approve all motions and recommendations as listed above in Facilities.

D. Finance

Items/Projects for Discussion

None

No Reports of Recommendations

Recommendation: No recommendations.

E. Community Outreach – SV Partnership – Michael Karabin and Shawn Welch

F. Bethlehem Area Vo-Tech School – Cedric Dettmar and Bryan Eichfeld
(Meetings are the first Tuesday of every month)

G. Colonial Intermediate Unit – Sandra Miller
(Meetings are the fourth Wednesday of every month)

H. PSBA – Sandra Miller

I. Hellertown/Lower Saucon Chamber of Commerce – Michael Karabin

J. Saucon Valley Foundation for Educational Innovation – Tracy Magnotta

K. Northampton Community College – Susan Baxter
(Meetings are the first Thursday of every month)

L. New Business

M. Old Business

XIII. Citizens' Inquiries and Comments – *Visitors should state their name and address.*

XIV. Announcements

Future Meetings ~

December 1, 2020 – 7 pm –Reorganization and Business Meeting – TBA

XV. Motion to Adjourn Meeting

The Saucon Valley School District does not discriminate on the basis of race, color, national origin, age, sex, or handicap.

A Business Meeting of the Board of Directors of the Saucon Valley School District was held on Tuesday, October 27, 2020 via an online meeting. Present were Directors Susan Baxter, Cedric Dettmar, Bryan Eichfeld, Michael Karabin, Tracy Magnotta, Dr. Shamim Pakzad, Sandra Miller and Shawn Welch. Director Edward Andres was absent. Also present were Dr. Craig B. Butler, Superintendent; David Bonenberger, Board Secretary and Mark Fitzgerald, District Solicitor

- I. **Call to the Order** – 7:10 pm - *Dr. Shamim Pakzad, President, presiding*
 - II. **Pledge of Allegiance**
 - III. **Recording of Attendance** – *David Bonenberger, Secretary*
7-present, 2-absent (Andres & Karabin)
 - IV. **Motion to Approve Agenda** –
Director Miller, seconded by Director Dettmar moved to approve the Agenda.
Vote: 7-yes, 0-no, 2-absent (Andres & Karabin)
 - V. **Announcement of Executive Session** – October 27, 2020
 - VI. **Approval of Minutes** –
Director Miller, seconded by Director Dettmar moved to approve the minutes of October 13, 2020. Vote: 7-yes, 0-no, 2-absent (Andres & Karabin)
 - VII. **Recognition** –
 - A. Advanced Placement and PSAT Recognition – Tamara Gary
 - B. Matt Chaikowsky District XI AA Boys Cross Country Champion
- Director Karabin arrived 7:21 pm
- VIII. **Presentation** –Ms. Vlasaty presented the results of a parent satisfaction survey. Director Miller commended the Principals and teacher for doing such a good job. Director Pakzad thanked everyone for what they are doing
 - IX. **Superintendent’s Report** – *Dr. Craig Butler, Superintendent*
 - X. **Courtesy of the Floor to Visitors – Agenda Items Only** – None
 - XI. **Presentation of Bills** – *David Bonenberger*
 - A. General Expenditures – \$383,377.47
 - B. Cafeteria Expenditures – \$12,264.17
 - C. Health Benefits – \$816,754.38
 - D. Capital Projects – None

1. Approve the above presentation of bills.

Director Dettmar, seconded by Director Welch moved to approve the Presentation of the Bills. Vote: 8-yes, 0-no, 1-absent (Andres)

XII. Treasurer's Report – Cedric Dettmar/David Bonenberger

- A. Cash Investment and Bond Activity
- B. Condensed Board Summary Report
- C. Capital Project Finance Report
- D. Budget Transfers – None
- E. Middle School Activity Report – September 30, 2020
- F. High School Activity Report – September 30, 2020

- 1. Approve the above Treasurer's Report.

Director Dettmar, seconded by Director Eichfeld moved to approve the Treasurer's Report. Vote: 8-yes, 0-no, 1-absent (Andres)

A. Education

- A. Academic and Personnel Committee Summary – October 20, 2020

- 1. Approve the first reading of the following policies:

103 – Nondiscrimination/Discrimination Harassment – School and Classroom

104 – Nondiscrimination/Discrimination Harassment – Employment Practices

Director Eichfeld did not review the policies so he will be abstaining.

Director Welch, seconded by Director Baxter moved to approve Education Item #1. Vote: 7-yes, 0-no, 1-abstain (Eichfeld), 1-absent (Andres)

B. Personnel

- 1. Approve the following professional retirements:

Janice Kimenhour, high school guidance counselor, effective November 2, 2020.

Vivian Demko, fourth grade teacher, effective January 19, 2021.

Robert McHugh, high school social studies teacher, effective at the end of the 2020-21 school year.

Director Dettmar, seconded by Director Eichfeld moved to approve Personnel Item #1. Vote: 8-yes, 0-no, 1-absent (Andres)

Director Pakzad thanked them for their years of service.

2. Approve the resignation of Trish Murphy as a dedicated day to day substitute beginning October 21, 2020.
3. Approve the following sabbatical leaves:

Kimberly Flueso, high school business education teacher, for the first semester of the 2021-22 school year for study. Mrs. Flueso will return to her position on the first day of the second semester.

Stacey Palmer, middle school language arts teaching, beginning October 20, 2020 through March 16, 2021 for restoration of health. Mrs. Palmer will return to her position on March 17, 2021.
4. Approve the following Family First Coronavirus Response Act leaves:

Paige Histan, third grade teacher – October 16, 2020 through October 28, 2020. She will return on October 29, 2020.

Dana Russo, middle school special education teacher – October 21, 2020 through November 20, 2020. She will return on November 23, 2020.
5. Approve the following long term substitutes:

Felicia Johnson, high school science long term substitute, beginning October 6, 2020 and continue until November 27, 2020. Base salary is \$53,182 (B, Step 1), which will be prorated for the number of days worked. Ms. Johnson is replacing Eric Focht, who is covering for Ashley Yestrumskas.

Trish Murphy, middle school language arts long term substitute, beginning October 22, 2020 and continue until March 16, 2021. Base salary is \$53,182 (B, Step 1), which will be prorated for the number of days worked. Mrs. Murphy is replacing Stacey Palmer, who will be on sabbatical during this time.

Mary Pope, high school English long term substitute, beginning October 5, 2020 and continue until the end of the first semester. Base salary is \$53,182 (B, Step 1), which will be prorated for the number of days worked. Ms. Pope is replacing Eugenia Miller, who will be on sabbatical during this time.
6. Approve the following co-curricular/extra duty appointments for the 2020-21 school year. (See NOTE below)

District

Robert Frey – AV Coordinator– \$1,969

Middle School

Kimberly Carson – Produce/Director – \$4,343

High School

Robert Svitilla – Robotics Club – \$2,000

Brian Welsko – Scholastic Scrimmage - \$868

Brian Welsko – Producer – \$6,060

***NOTE:** The District’s obligation to pay the coaches and supplemental positions above is subject to the District’s ability to hold and/or participate in the activity in light of the COVID-19 Crisis. In the event (1) the District is closed or providing modified services, (2) unable to hold the activity as the result of direction from outside agencies such as PDE, PIAA, the CDC, the Governor’s Office, District XI, etc., or (3) the Administration determines not to hold such activities for the safety of the students and community, the District shall have no obligation to pay athletic and non-athletic contracts appointed herein. In the event the fall sports and/or activities are reduced, the athletic and non-athletic contracts approved above shall be paid a pro-rated amount of the stipend based on the percentage of the season/activity that was held and students participated. The decision to cancel and/or discontinue the activities or sports season shall be at the exclusive discretion of the Administration based, in part, on guidance from the Center for Disease Control, the Commonwealth of Pennsylvania, other health agencies, and student participation in such activities.*

- 7. Approve the following dedicated day to day substitutes for the 2020-21 school year working four days of a five day school/work week where needed in assigned school buildings. Salary will be \$175 per day, no benefits:

Alan Kline – Middle School – Effective October 26, 2020

Lisa Prendergast – Middle School – effective November 17, 2020

- 8. Approve the following 2020-21 substitute teacher:

Laurissa Vautaw – IU Emergency Certified

Director Miller, seconded by Director Dettmar moved to approve Personnel Items #2-8.
Vote: 8-yes, 0-no, 1-absent (Andres)

C. Facilities

- A. Facilities Committee Summary – October 21, 2020

No Reports of Recommendations

D. Finance

- A. Finance Committee Summary – October 14, 2020

No Reports of Recommendations

- E. Community Outreach – SV Partnership – *Michael Karabin and Shawn Welch***
- F. Bethlehem Area Vo-Tech School – *Cedric Dettmar and Bryan Eichfeld***
- G. Colonial Intermediate Unit – *Sandra Miller***
- H. PSBA – *Sandra Miller***
Director Miller reported that PSBA is looking to have school districts consider two resolutions. One of the resolutions is on charter schools and the other is about anti defamation.
- I. Hellertown/Lower Saucon Chamber of Commerce – *Michael Karabin***
- J. Saucon Valley Foundation for Educational Innovation – *Tracy Magnotta***
- K. Northampton Community College – *Susan Baxter***
- L. New Business**
Director Baxter asked if we need to add another meeting in November and December this year. She would like to see two meetings in November and December next year.
- M. Old Business**

XIII. Citizens' Inquiries and Comments –

J. Colbert – Asked if the District will be replacing the three professional positions that are retiring.

M. Salgado – Commented on several topics: teachers are stressed due to students not wearing masks properly and following rules, he is upset that the book Stamped has not been implemented back into the English classroom, he asked about the warning labels on the disinfectants and if they are even safe for use in schools, he commented on the new close contact rules, he does not agree that we have 6 foot distancing in the classrooms, he asked about installation of water filling stations in the middle and elementary schools like in the high school.

XIV. Announcements**Future Meetings ~**

November 10, 2020 – 7 pm –Business Meeting – TBD

December 1, 2020 – 7 pm –Reorganization and Business Meeting – TBD

XV. Motion to Adjourn Meeting

Fund Accounting Check Summary

PLGIT GENERAL - From 10/19/2020 To 11/05/2020

facksmc

Check# 00056205 Through Check# 00056342

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00056205	ATIYEH, MICHAEL	OTHER PROFESSIONAL SVC.....		80.00
00056206	DIORIO, JOE	OTHER PROFESSIONAL SVC.....		80.00
00056207	Daniel Smelas	OTHER PROFESSIONAL SVC.....		80.00
00056208	MARK A. MCCARTER	OTHER PROFESSIONAL SVC.....		80.00
00056209	MICHAEL A. SODL	OTHER PROFESSIONAL SVC.....		80.00
00056210	HOFFMAN, KEVIN M.	OTHER PROFESSIONAL SVC.....		97.00
00056211	Joseph Fedrizzi	OTHER PROFESSIONAL SVC.....		97.00
00056212	LABELLA, JOSEPH	OTHER PROFESSIONAL SVC.....		97.00
00056213	ROLLAND PAULUS	OTHER PROFESSIONAL SVC.....		97.00
00056214	XEROX CORP.	RENTAL OF EQUIPMENT.....		63.52
00056215	XEROX CORP.		9,289.68
00056216	QUADIANT FINANCE USA, INC.	COMMUNICATIONS.....		2,000.00
00056217	AMAZON	GENERAL SUPPLIES.....		2,730.68
00056218	APPLE, INC.	GENERAL SUPPLIES.....		2,514.43
00056219	CDW-G COMPUTER CENTERS INC.	GENERAL SUPPLIES.....		464.95
00056220	EPLUS TECHNOLOGY, INC.	GENERAL SUPPLIES.....		4,493.70
00056221	21ST CENTURY CYBER CHARTER SCHOOL	TUITION TO PA CHARTER.....		10,084.40
00056222	AFLAC	AFLAC W/H.....		165.30
00056223	AMAZON	GENERAL SUPPLIES.....		1,509.40
00056224	AMERICAN SCHOOL COUNSELOR ASSOCIATION	DUES & FEES.....		129.00
00056225	APPLE, INC.	EDUC SOFT & LIC.....		492.72
00056226	BARNES & NOBLE	BOOKS AND PERIODICALS.....		317.88
00056227	BER	PROF ED EMP TRN & DVLP.....		777.00
00056228	BOYKO'S PETROLEUM SERVICE, INC.	GENERAL SUPPLIES.....		30.50
00056229	BRUNELL, FRANCES M.	MISC EXPENDITURES.....		300.00
00056230	CCIU- CHESTER COUNTY IU #24	PRO- ED SVCS - IUS.....		5,450.80
00056231	CHRIN HAULING, INC	DISPOSAL SERVICES.....		1,967.84
00056232	CINTAS CORPORATION-#101	LAUNDRY/LINEN/DRY CLEAN.....		15.00
00056233	COLONIAL INTERMEDIATE UNIT #20	TELECOMMUNICATION.....	PRO- ED SVCS - IUS.....	8,902.39
00056234	COOPER ELECTRIC SUPPLY CO.	GENERAL SUPPLIES.....		549.31
00056235	CRYSTAL SPRINGS	GENERAL SUPPLIES.....		265.82
00056236	DANIEL C. KIRIPOSKI, INC.	RENTAL OF EQUIPMENT.....		462.00
00056237	DUDASH, LYNDA	MISC EXPENDITURES.....		500.00
00056238	DUDE SOLUTIONS, INC.	EDUC SOFT & LIC.....		796.67
00056239	EASTON ARTS ACADEMY	TUITION TO PA CHARTER.....		14.44

* Denotes Non-Negotiable Transaction

- Payables within Check

P - Prenote

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Summary

PLGIT GENERAL - From 10/19/2020 To 11/05/2020

facksmc

Check# 00056205 Through Check# 00056342

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00056240	ELEMENTARY CHARTER SCHOOL J.C. EHRLICH CO., INC.	REPAIRS & MAINT SVCS.....		195.00
00056241	ENERGY EQUIPMENT CONTROLS, INC.	GENERAL SUPPLIES.....		2,989.80
00056242	EPLUS TECHNOLOGY, INC.	EDUC SOFT & LIC.....	EQUIP-NEW.....	13,656.85
00056243	Elite Air Systems, Inc.	GENERAL SUPPLIES.....		60.00
00056244	FEESER'S	GENERAL SUPPLIES.....		9.79
00056245	FOX ROTHSCHILD, LLP	OTHER PROFESSIONAL SVC.....		9,344.50
00056246	GIPPER	EDUC SOFT & LIC.....		384.66
00056247	GRAINGER	GENERAL SUPPLIES.....		637.50
00056248	HSLC	EDUC SOFT & LIC.....		230.00
00056249	HELLERTOWN BOROUGH AUTHORITY	WATER & SEWER.....		9,051.87
00056250	HILLYARD - DELAWARE VALLEY	GENERAL SUPPLIES.....		21.40
00056251	HOBBY LOBBY STORES, INC.	GENERAL SUPPLIES.....		135.74
00056252	INTEGRITEC INC.	REPAIRS & MAINT SVCS.....		400.00
00056253	ISTE - INT'L SOCIETY FOR TECHNOLOGY IN EDUCATION	DUES & FEES.....		372.00
00056254	KEYSTONE COLLECTIONS GROUP	BERKHEIMER GARN W/H.....		44.77
00056255	LEHIGH VALLEY INTERSCHOLASTIC	DUES & FEES.....		225.00
00056256	LINCOLN LEADERSHIP ACADEMY CHARTER SCHOOL	TUITION TO PA CHARTER.....		3,781.64
00056257	LOWE AND MOYER GARAGE, INC.	REPAIRS & MAINT SVCS.....		223.40
00056258	MICROBAC LABORATORIES, INC.	REPAIRS & MAINT SVCS.....		118.90
00056259	MUSIC & ARTS	GENERAL SUPPLIES.....		1,996.94
00056260	NAPA AUTO PARTS-HELLERTOWN	GENERAL SUPPLIES.....		88.15
00056261	CENGAGE LEARNING INC.	BOOKS AND PERIODICALS.....		1,033.45
00056262	NAZARETH FORD	GENERAL SUPPLIES.....		268.45
00056263	NOODLE TOOLS, INC.	EDUC SOFT & LIC.....		290.00
00056264	NORTHEAST JANITORIAL SUPPLY	GENERAL SUPPLIES.....		1,407.60
00056265	PAFPC	PROF ED EMP TRN & DVLP.....		100.00
00056266	PEDIATRIC THERAPEUTIC SERVICES, INC.	OTHER PROFESSIONAL SVC.....		14,469.78
00056267	PENNSYLVANIA LEADERSHIP CHARTER SCHOOL	TUITION TO PA CHARTER.....		11,344.94
00056268	PPL ELECTRIC UTILITIES	ELECTRICITY.....		30,109.06
00056269	PRINTFORCE, INC.	GENERAL SUPPLIES.....		585.00
00056270	Penn Pump Equipment Company, Inc.	GENERAL SUPPLIES.....		5,350.00

* Denotes Non-Negotiable Transaction

- Payables within Check

P - Prenote

d - Direct Deposit

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Fund Accounting Check Summary

PLGIT GENERAL - From 10/19/2020 To 11/05/2020

facksmc

Check# 00056205 Through Check# 00056342

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00056271	QUADIENT LEASING USA, INC.	RENTAL OF EQUIPMENT.....		1,080.00
00056272	QUAKER CITY PAPER	GENERAL SUPPLIES.....		18,568.10
00056273	REACH CYBER CHARTER SCHOOL	TUITION TO PA CHARTER.....		42,858.64
00056274	Roberts Oxygen Co., Inc	GENERAL SUPPLIES.....		168.73
00056275	SANDY, BERNICE L	MISC EXPENDITURES.....		500.00
00056276	SCHOOL SPECIALTY	BOOKS AND PERIODICALS.....		1,780.54
00056277	SERVICE ELECTRIC CO.	COMMUNICATIONS.....		1,141.49
00056278	SMART FUTURES	EDUC SOFT & LIC.....		4,500.00
00056279	SNAP-ON INDUSTRIAL	GENERAL SUPPLIES.....		120.00
00056280	SNO Sites	EDUC SOFT & LIC.....		925.00
00056281	SOCIAL STUDIES SCHOOL	BOOKS AND PERIODICALS.....	GENERAL SUPPLIES.....	103.44
	SERVICE			
00056282	STOTZ & FATZINGER OFF.SUPPLY	GENERAL SUPPLIES.....		38.05
00056283	SUN LIFE ASSURANCE COMPANY	ASSURANT VOL LIFE W/H.....		1,416.77
	OF CANADA			
00056284	SZY, KATHLEEN A.	MISC EXPENDITURES.....		250.00
00056285	Stats Medic, LLC	EDUC SOFT & LIC.....		1,461.60
00056286	THE LEHIGH VALLEY CHARTER	TUITION TO PA CHARTER.....		22,388.85
	H.S. FOR THE ARTS, INC.			
00056287	TRIARCO ARTS & CRAFTS	GENERAL SUPPLIES.....		3,769.80
00056288	TRISTATE HVAC EQUIPMENT	REPAIRS & MAINT SVCS.....		1,395.00
00056289	ULINE	GENERAL SUPPLIES.....		1,307.80
00056290	UNITED PARCEL SERVICE	GENERAL SUPPLIES.....		11.30
00056291	BOUSHELL, KELLY	RETIREMENT W/H.....		1,787.80
00056292	COMFORT INN AT THE PARK	TRAVEL.....		375.18
00056293	SAUCON VALLEY SENIOR HIGH		1,125.00
00056294	JASON A. MARQUES	OTHER PROFESSIONAL SVC.....		40.00
00056295	JOHN SCHAFFER	OTHER PROFESSIONAL SVC.....		40.00
00056296	Joseph A. Greco	OTHER PROFESSIONAL SVC.....		40.00
00056297	KEITH HEFFELFINGER	OTHER PROFESSIONAL SVC.....		40.00
00056298	RONALD C. HUNSBERGER	OTHER PROFESSIONAL SVC.....		40.00
00056299	AGORA CYBER CHARTER SCHOOL	TUITION TO PA CHARTER.....		4,082.66
00056300	AHOLD FINANCIAL SERVICES	GENERAL SUPPLIES.....		27.13
00056301	AMAZON	GENERAL SUPPLIES.....		461.84
00056302	BSN SPORTS, LLC	GENERAL SUPPLIES.....		295.00
00056303	CINTAS CORPORATION-#101	LAUNDRY/LINEN/DRY CLEAN.....		30.00
00056304	CIRCLE OF SEASONS CHARTER	TUITION TO PA CHARTER.....		5,343.21
	SCHOOL			
00056305	J.C. EHRLICH CO., INC.	REPAIRS & MAINT SVCS.....		247.00

* Denotes Non-Negotiable Transaction

- Payables within Check

P - Prenote

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Fund Accounting Check Summary

PLGIT GENERAL - From 10/19/2020 To 11/05/2020

facksmc

Check# 00056205 Through Check# 00056342

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00056306	FEESER'S	GENERAL SUPPLIES.....		29.46
00056307	GENERAL HEALTHCARE RESOURCES, LLC	OTHER PROFESSIONAL SVC.....		2,079.00
00056308	George, Lois	MISC EXPENDITURES.....		250.00
00056309	HOME DEPOT CREDIT SERVICES	GENERAL SUPPLIES.....		1,216.71
00056310	JASON D. STEM	LAWN CARE SERVICES.....		6,300.00
00056311	KAMPUS KLOTHERS	GENERAL SUPPLIES.....		3,028.07
00056312	KEYSTONE COLLECTIONS GROUP	BERKHEIMER GARN W/H.....		55.17
00056313	LOWE AND MOYER GARAGE, INC.	GENERAL SUPPLIES.....		6,726.62
00056314	LOWE'S	GENERAL SUPPLIES.....		69.10
00056315	MATTHEW EVANCHO	GENERAL SUPPLIES.....		80.84
00056316	MICROBAC LABORATORIES, INC.	REPAIRS & MAINT SVCS.....		59.45
00056317	Marenem Inc	BOOKS AND PERIODICALS.....		1,127.50
00056318	NAPA AUTO PARTS-HELLERTOWN	GENERAL SUPPLIES.....		215.74
00056319	NBCC RECERTIFICATION DEPARTMENT	DUES & FEES.....		85.00
00056320	PRINTFORCE, INC.	GENERAL SUPPLIES.....		192.00
00056321	Rug-Ed Products, Inc.	GENERAL SUPPLIES.....		120.46
00056322	SCHOOL BUS PARTS COMPANY	GENERAL SUPPLIES.....		490.96
00056323	STOTZ & FATZINGER OFF.SUPPLY	GENERAL SUPPLIES.....		179.09
00056324	SUPERIOR AUTO SERVICE CO. INC.	REPAIRS & MAINT SVCS.....		26.40
00056325	Shannon M Morris	TRAVEL.....		9.20
00056326	TOMLINSON BOMBERGER	LAWN CARE SERVICES.....		1,798.00
00056327	UGI SOUTH	NATURAL GAS.....		54.51
00056328	UNITED ELECTRIC SUPPLY CO., INC.	GENERAL SUPPLIES.....		558.30
00056329	UNITED PARCEL SERVICE	GENERAL SUPPLIES.....	BOOKS AND PERIODICALS.....	29.27
00056330	VOCABULARY SPELLING CITY	EDUC SOFT & LIC.....		135.00
00056331	XEROX CORP.	RENTAL OF EQUIPMENT.....		9,227.63
00056332	BACHIK, ROSE A.	MISC EXPENDITURES.....		250.00
00056333	BAVTS	TUITION TO AREA VO-TECH.....		16,620.00
00056334	EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL	TUITION TO PA CHARTER.....		5,043.26
00056335	HEMPFIELD SCHOOL DISTRICT	TUITION TO OTHER LEA.....		366.60
00056336	INSIGHT PA CYBER CHARTER SCHOOL	TUITION TO PA CHARTER.....		5,042.20
00056337	LEHIGH VALLEY ACADEMY CHARTER SCHOOL	TUITION TO PA CHARTER.....		47,486.43

* Denotes Non-Negotiable Transaction

- Payables within Check

P - Prenote

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Summary

PLGIT GENERAL - From 10/19/2020 To 11/05/2020

facksmc

Check# 00056205 Through Check# 00056342

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00056338	PACIFIC TELEMAGEMENT SVCS	COMMUNICATIONS.....		267.18
00056339	PPL ELECTRIC UTILITIES	ELECTRICITY.....		2,411.77
00056340	TALLEY PETROLEUM ENT, INC.	DIESEL FUEL.....		1,210.40
00056341	THATCHER, RUTH	MISC EXPENDITURES.....		300.00
00056342	XEROX CORP.	RENTAL OF EQUIPMENT.....		2,393.63

10-GENERAL FUND 397,296.50

Grand Total Manual Checks :	0.00
Grand Total Regular Checks :	397,296.50
Grand Total Direct Deposits:	0.00
Grand Total Credit Card Payments:	0.00
Grand Total All Checks :	397,296.50

- Payables within Check * Denotes Non-Negotiable Transaction
 P - Prenote d - Direct Deposit c - Credit Card Payment

Fund Accounting Check Summary

LAFAYETTE GENERAL - From 10/15/2020 To 11/10/2020

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
*D0000546	PENNSYLVANIA VIRTUAL CHARTER TUITION TO PA CHARTER.....			732.61 ^d
*D0000547	PENNSYLVANIA VIRTUAL CHARTER TUITION TO PA CHARTER.....			6,603.77 ^d
		10-GENERAL FUND		7,336.38
		Grand Total Manual Checks :		0.00
		Grand Total Regular Checks :		0.00
		Grand Total Direct Deposits:		7,336.38
		Grand Total Credit Card Payments:		0.00
		Grand Total All Checks :		7,336.38

- Payables within Check * Denotes Non-Negotiable Transaction
 P - Prenote d - Direct Deposit c - Credit Card Payment

Fund Accounting Check Summary

CAFE - PLGIT - From 10/20/2020 To 11/04/2020

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00003148	BALFORD FARMS - LOCK BOX	MILK.....		3,816.52
00003149	FEESER'S	FOOD.....		5,442.42
00003150	KEYCO DISTRIBUTORS, INC.	FOOD.....		78.12
00003151	MORABITO BAKING CO.	FOOD.....		401.60
00003152	PENN JERSEY PAPER CO.	GENERAL SUPPLIES.....		1,917.56
00003153	SINGER EQUIPMENT COMPANY	GENERAL SUPPLIES.....		842.25

50-CAFETERIA 12,498.47

Grand Total Manual Checks :	0.00
Grand Total Regular Checks :	12,498.47
Grand Total Direct Deposits:	0.00
Grand Total Credit Card Payments:	0.00
Grand Total All Checks :	12,498.47

- Payables within Check * Denotes Non-Negotiable Transaction
P - Prenote d - Direct Deposit c - Credit Card Payment

SAUCON VALLEY SCHOOL DISTRICT

BUSINESS OFFICE

BUDGETARY TRANSFER FORM
2020-2021

Date: November 10, 2020

		TRANSFER AMOUNT		ACCOUNT TITLE	REASON FOR TRANSFER	NO.
ACCOUNT #	IN	OUT				
1 TO	10-1110-610-000-30-000-000-000-CURR	1,216.71		SUPPLIES REGULAR 9-12 CURR	BALANCE ACCOUNT	
FROM	10-1110-640-000-30-000-000-000-CURR		1,216.71	REG BKS & PRIDICLS - HS - CURR	TRANSFER OF FUNDS	

Total Transfer: \$ 1,216.71

**Saucon Valley School District
Academic and Personnel Committee
Minutes of November 4, 2020 Zoom Meeting**

Present were Academic and Personnel Committee Board Members: Susan Baxter, Cedric Dettmar, and Shamim Pakzad. Also present were: Administrators Craig Butler, Jaime Vlasaty, Jim Deegan, Amy Braxmeier, Thomas Halcisak, and Tamara Gary and School Director Sandra Miller.

Call to Order 5:04 pm

Mr. Dettmar, second by Dr. Pakzad, made a motion to approve the agenda.

Mr. Dettmar, second by Dr. Pakzad, made a motion to approve the minutes of October 20, 2020 with the addition of Sandra Miller was at the meeting.

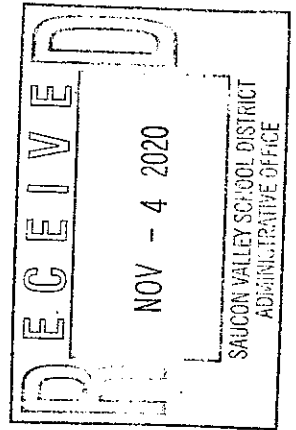
Agenda:

1. Policy 247 was reviewed. Committee members asked questions about certain aspects of the policy. Dr. Butler will contact Jennifer Hanlin for the wording on page 7 of Policy 247 regarding fines. Policy 247 was approved to move forward to the November 10th board meeting for first reading.
2. Policy 249 was reviewed. Following some discussion, the committee approved moving the Policy 249 forward to the November 10th board meeting for first reading.
3. Policy 217 was reviewed. The committee agreed to the language regarding the fourth year of graduation and students' eligibility for early graduation. The committee also agreed to the language on page 3 about college courses not counting toward the student's GPA. The language on page 3 regarding middle school courses shall remain in the policy pending further review and discussion. Policy 217 was approved to move forward to the November 10th board meeting for first reading.

Mr. Dettmar, and second by Mrs. Baxter moved to adjourned the meeting at 6:05 p.m.

Next Meeting: Tuesday, November 17, 2020

Saucon Valley School District
Office of the Assistant Superintendent




TO: David Bonenberger, Business Manager
FROM: Kristine Rosenberger, Assistant Superintendent
RE: Surplus / Obsolete Materials & Equipment
DATE: 11/3/2020

DESCRIPTION	SERIAL NUMBER	REASON FOR DISPOSAL	Total
Orange Lacrosse net	N/A	BROKEN	1

Reason:

Pick up location/room number: MS Outdoor Storage Teacher Name: Ellis

Principal / Supervisor Signature and Date:  11/3/2020

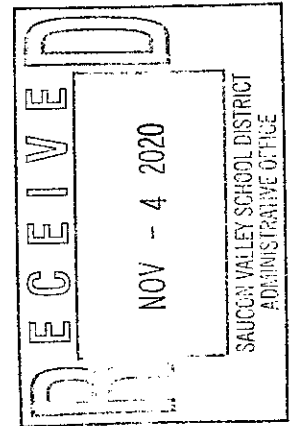
Assistant Superintendent Signature and Date:  11/4/2020

Office use:

Date declared _____ Date of disposal _____

Picked up by _____ Disposal method _____

Saucon Valley School District
Office of the Assistant Superintendent





TO: David Bonenberger, Business Manager
FROM: Kristine Rosenberger, Assistant Superintendent
RE: Surplus / Obsolete Materials & Equipment
DATE: 11/3/2020

DESCRIPTION	SERIAL NUMBER	REASON FOR DISPOSAL	Total
Archery Targets	N/A	No longer safe to use	14
Wooden baseball bats	N/A	"	9
True Flight Ramin Wood Arrows		"	5100
Recurve Bows	N/A	"	27
Compound Bows		"	9

Reason:

Pick up location/room number: MS outdoor Storage Teacher Name: Ellis

Principal / Supervisor Signature and Date:  11/3/2020

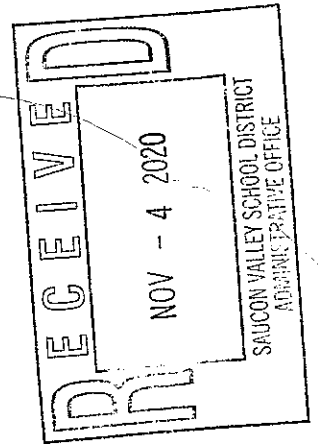
Assistant Superintendent Signature and Date:  11/4/2020

Office use:

Date declared _____ Date of disposal _____

Picked up by _____ Disposal method _____

Saucon Valley School District
Office of the Assistant to the Superintendent



TO: David Bonenberger, Business Manager
FROM: Kristine Rosenberger, Assistant Superintendent
RE: Surplus / Obsolete Textbooks

SCHOOL: MS

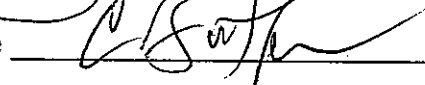
Room Number: Outdoor Storage Closet

Copyright Date	Publisher	Title/Series	Total
1996	Glencoe McGraw-Hill	Teen Health	107
1996	"	" Work book	120

Reason:

Pick-up Location: SVMS OUTDOOR PE closet

Principal's/Supervisor's Signature  Date 11/3/2020

Assistant Superintendent Signature  Date 11/4/2020

Office Use:

Date Declared _____

Date of Disposal _____

Picked Up By _____

Disposal Method _____

Saucon Valley School District

Policy

Title – 217 Graduation Requirements

Section – Pupils

Adopted – June 13, 2006

Revised –

Content

PURPOSE

The Board will acknowledge each student's successful completion of the instructional program appropriate to the student's interests and needs by awarding a diploma at graduation ceremonies.

AUTHORITY

The Board shall adopt the graduation requirements students must achieve, which shall include course completion and grades, ~~completion of a culminating project, and results of district and/or state assessments~~ and any other requirements as prescribed by the Commonwealth of Pennsylvania.

The Board requires that specific graduation requirements be published and distributed to students and parents/guardians and be made available in each school building or on the district's website. All changes to graduation requirements shall be published and distributed to students and parents/guardians and made available in each school building or on the district's website immediately following approval by the Board.

The Board shall award a regular high school diploma to every student enrolled in this district who meets the requirements of graduation established by this Board as part of the district's ~~Strategic Plan~~ Comprehensive Plan. Identified students with disabilities who satisfactorily complete a special education program developed by an Individualized Education Program team shall be granted and issued regular high school diplomas.

The Board may permit an identified student with a disability to participate in graduation ceremonies with his/her graduating class, even though the student will not be granted a

diploma at that time and will continue to receive educational services from the district, provided that the student has completed four (4) years of high school.

A list of all graduating students shall be submitted to the Board for its information and release to the public.

A requirement for graduation shall be the completion of work and studies representing the instructional program assigned to grades 9 through 12, which are aligned to ~~establish~~ established academic standards.

The Board shall identify the planned courses for which credit toward graduation shall be awarded upon successful completion. These written plans shall be on file in the district office and shall be made available upon request for review by the designated representatives of the Department of Education.

~~Changes in graduation requirements will be described in the high school's annual course selection guide.~~

The Board requires that each candidate for graduation shall have earned and passed the required ~~subject~~ subjects and electives necessary to earn the number of credits mandated by the Board for graduation.

Changes in graduation requirements will be described in the annual high school Program of Studies.

The fourth year of high school shall not be required for graduation if a student has completed all other requirements for graduation ~~and attends a postsecondary institution as a full-time student.~~

A student may qualify for graduation by attending a district school part-time when ~~official~~ officially enrolled part-time in a postsecondary institution or when lawfully employed part-time, provided that all graduation requirements are met.

DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall be responsible for planning and executing graduation ceremonies that appropriately recognize this important achievement.

GUIDELINES

Accurate recording of each student's achievement of academic standards shall be maintained, as required by law and state regulations.

~~Students shall be informed of graduation requirements they are required to complete.~~

Periodic warnings shall be issued to students in danger of not fulfilling graduation requirements.

Calculation Of GPA

GPA will be calculated based on courses taken at the high school during the student's high school years. Approved middle school credits requested by the parents/guardians as referenced in Board policy will be calculated in the high school GPA. ~~Also, college~~ College courses taken while a student is in the high school will not be calculated in the GPA. The Superintendent or designee shall design, implement, and publish a system to provide a weighted value to advanced or accelerated courses.

Students Repeating Courses

If a student fails a course, the course can be repeated. If a student passes a course, the course cannot be taken again ~~with~~ without an appeal to the principal. Credit will only be given once for a course. If a course is repeated, the student may, upon request in a letter to the principal, have the original grade excluded in the calculation of the GPA. However, both courses will be recorded on the transcript.

Exclusion From Graduation Ceremony

A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure, but the student may be denied participation in the graduation ceremony when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.

Saucon Valley School District

Policy

Title – 247 Hazing

Section – 200 Pupils

Adopted – August 22, 2006

Revised –

Content

PURPOSE

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

DEFINITIONS

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:

1. The person acts with reckless indifference to the health and safety of the student;
or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.

Student activity or organization means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the district, whose members are primarily students or alumni of the organization.

For purposes of this policy, **bodily injury** shall mean impairment of physical condition or substantial pain.

For purposes of this policy, **serious bodily injury** shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

AUTHORITY

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours. No student, parent/guardian, coach, sponsor, volunteer, or district employee shall plan, direct, encourage, assist engage in, or ignore any hazing activity.

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization.

The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building principal.

Title IX Sexual Harassment and Other Discrimination

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer/Title IX Coordinator. If, in the course of a hazing investigation, potential issues of discrimination are identified, the Compliance Officer/Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.

DELEGATION OF RESPONSIBILITY

District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.

GUIDELINES

The district shall annually inform students, parents/guardians, coaches, sponsors, volunteers, and district staff of the district's policy prohibiting hazing, including district rules, penalties for violations of the policy, and the program established by the district for enforcement of the policy, by means of distribution of written policy, publication in handbooks and verbal instructions by the coach or sponsor at the start of the season or program.

This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct.

Complaint Procedure

A student who believes that they have been subject to hazing is encouraged to promptly report the incident to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted

and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of hazing shall be provided to the building principal or designee, who shall promptly notify the Superintendent or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.

Interim Measures/Police

Upon receipt of a complaint of hazing, the building principal or designee, in consultation with the Superintendent or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination, or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, ~~and the determination of what~~ counseling, extensions of deadlines, modifications of class schedules, assistance from community health resources, including counseling and assistance from rape crisis programs. The building principal or designee shall ask the complaining student ~~needs or wants through questioning~~ what s/he wants or needs in terms of interim measures and consider the student's response when determining which, if any, interim measures the district will employ.

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by district personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.

Referral to Law Enforcement and Safe Schools Reporting Requirements –

For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action.

Consequences for Violations

Safe Harbor –

An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if the individual complies with the requirements under law, subject to the limitations set forth in law.

Students –

If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.

~~In addition to other authorized discipline, building principals shall have the authority, after providing the student or students an informal hearing, to impose a fine of up to
{ } Fifty dollars (\$50)
{ } _____ dollars (\$ _____)
on each student determined to have engaged in hazing in violation of this policy.~~

~~{ } When recommended disciplinary action results in a formal hearing before the Board, in addition to other authorized disciplinary consequences, the Board may also impose a fine of up to
{ } One hundred fifty dollars (\$150)
{ } _____ dollars (\$ _____)
on each student determined to have engaged in hazing in violation of this policy.~~

~~{ } When fines have not been paid, the Superintendent shall have the authority to direct that student diplomas and/or transcripts be withheld until payment in full is made or a payment plan is agreed upon. In cases of economic hardship, the Superintendent shall consider whether diplomas and/or transcripts should be released despite an unpaid fine.~~

Nonstudent Violators/Organizational Hazing –

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, the coach, sponsor, or volunteer shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.

If an organization is found to have engaged in organizational hazing, it shall be subject to ~~the imposition of fines and other~~ appropriate penalties. Penalties may include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.

Criminal Prosecution –

Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.

LEGAL REFERENCES

18 Pa. C.S.A. 2802
18 Pa. C.S.A. 2803
18 Pa. C.S.A. 2804
18 Pa. C.S.A. 2808
18 Pa. C.S.A. 2806
18 Pa. C.S.A. 2801
24 P.S. 511
18 Pa. C.S.A. 2301
Pol. 122
Pol. 123
Pol. 103
Pol. 103.1
18 Pa. C.S.A. 2810
24 P.S. 1303-A
22 PA Code 10.2
35 P.S. 780-102
24 P.S. 1302.1-A
22 PA Code 10.21
22 PA Code 10.22
Pol. 805.1
22 PA Code 10.25
Pol. 218
Pol. 233
Pol. 317, 417, 517
18 Pa. C.S.A. 2801 et seq
22 PA Code 10.23
Pol. 113.1
Pol. 123.1

Saucon Valley School District

Policy

Title – 249 Bullying/Cyberbullying

Section – Pupils

Adopted – October 10, 2006

Revised – June 25, 2019

Content

PURPOSE

The Board is committed to provide a safe, positive learning climate for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

DEFINITIONS

Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, ~~which occurs in the school setting and/or outside a school setting~~ that is severe, persistent, or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment in the school or
3. Substantial disruption of the orderly operation of the school.

[Bullying may occur in the school setting or out of the school setting.](#)

Bullying, as defined in this policy, includes cyberbullying.

School setting means

1. In the school;
2. ~~in the school, on~~ On school grounds, ~~in;~~
3. In school vehicles, ~~at;~~
4. At a designated bus stop ~~or at;~~
5. At any activity sponsored, supervised, or sanctioned by the school. ~~;~~ or

6. On the internet, including, but not limited to, messaging, texting, emailing, posting on social media, when the district's hardware or network are used to access the internet for such activity, or when the posting is done on a school-sponsored website or social media account.

Out of the school setting means at any place not identified in "school setting" above. Examples include, but are not limited to, at private residences, commercial establishments, or non-school public places, or on the internet or electronically when the district's hardware, network, or school-sponsored websites or social media accounts are not used.

Bullying situations may include but are not limited to physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; social isolation; or a situation that creates an imbalance of power in a relationship.

AUTHORITY

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties, witnesses, the filing of the complaint, and the investigation shall be maintained, consistent with the school district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith charges of bullying or participation in an investigation into allegations of bullying.

Title IX Sexual Harassment and Other Discrimination

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer/Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Compliance Officer/Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.

DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall:

1. develop administrative regulations to implement this policy;

2. ensure that this policy and administrative regulations are reviewed annually with students; and
3. submit a copy of this policy with the district's annual Safe Schools Report.

Sec. 1303.1-A

Each staff member shall be responsible to maintain an educational environment free from bullying. Staff members who observe or become aware of an act of bullying shall take immediate, appropriate steps to intervene--unless intervention would be a threat to staff members' safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, s/he shall report the bullying to the school principal for further investigation. This investigation may include interviews with students, parents/guardians, and school staff; review of school records; and any other appropriate means of investigation.

Each student shall be responsible to respect the rights of his/her fellow students, to ensure the rights of his/her fellow students, and to ensure an atmosphere free from all forms of bullying.

The Board expects students and parents/guardians who become aware of an act of bullying to report it to a school official for further investigation. Any student who retaliates against another person for reporting bullying or participating in an investigation into allegations of bullying may be subject to appropriate disciplinary consequences.

GUIDELINES

Students shall be informed that they may choose to report bullying complaints to school principals, teachers, counselors, nurses, administrators, and other instructional and non-instructional staff. A district staff member who receives a complaint of bullying shall notify the building principal within 48 hours.

If the school principal is the subject of a complaint, the student or staff member receiving the complaint shall report the complaint directly to the Assistant Superintendent or the Superintendent.

When a student believes that s/he is being bullied, intimidated or in physical danger, the student should immediately inform the bully that his/her behavior is unwelcome, offensive, or inappropriate, to the extent possible. The student shall also follow the established complaint procedure.

Complaint Procedure

1. A student shall report a complaint of bullying to the school principal or a school district employee, who shall inform the student of his/her rights and of the complaint process.
2. The school principal or designee shall immediately conduct an impartial, thorough investigation of the alleged bullying behavior, which should include interviewing the individual accused of bullying and the potential victim.

The school principal or designee shall review complaints of bullying for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies. Since harassment and bullying are closely related types of behavior, if it is determined that, as per Board Policy 103 or 103.2, the student is being harassed rather than bullied, the investigation and other applicable procedures should proceed within the framework of Board Policy 103 or 103.2, as appropriate.

3. The school principal or designee shall summarize the investigation as per school procedures, recommending disposition of the complaint.
4. If the investigation results in a substantiated charge of bullying, the school district shall take prompt corrective action and impose disciplinary action according to the Code of Conduct and applicable Board policies to ensure the bullying ceases and will not recur. Such action may include guidance counseling; change of seating, change of class or schedule; other method for separation of the bully and victim; parental conference; detention; suspension; expulsion; involuntary transfer to another school, class, or bus operated by the school district; or other appropriate forms of disciplinary consequence.

Depending on the severity of the incident, the school principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; reporting incidents to law enforcement if appropriate; and developing a supervision plan with the parents/guardians.

If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the school Code of Conduct.

Appeal Procedure

If the complainant or accused is not satisfied with the school principal's decision, s/he

may file a written appeal to the Assistant Superintendent.

Education

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

References:

School Code – 24 P.S. Sec. 1302-A, 1303.1-A

State Board of Education Regulations – 22 PA Code Sec. 12.3

Board Policy – 000, 218, 233, 236

Job Description - DRAFT

Title: *Assistant to the Superintendent – ~~Curriculum and Instruction~~*

Primary Function: The Assistant to the Superintendent –~~Curriculum and Instruction~~ shall be accountable to the Superintendent to provide support for the overall operation of the school district. This is a 12-month contracted position that reports directly to the Superintendent.

Reports to: Superintendent

Qualifications:

- ~~PA letter of eligibility as a Superintendent and Principal (K-12) Certification~~
- Hold a minimum of a Masters degree in the field of education, have at least five years teaching experience, and have demonstrated previous successful leadership abilities
- Be knowledgeable in the areas of assessment, ~~curriculum~~, curriculum development, instruction, ~~and~~ educational programming, operations, personnel, supervision, evaluation, and student services.
- Capable of effectively communicating with staff/parents and students

Primary Responsibilities:

- Provide educational and instructional leadership
- Assume responsibility for improving student performance on state assessments (PSSA, Keystone, etc.)
- Provide oversight and leadership for student services
- Coordinate the process of identification, and implementation of staff development opportunities for professional staff
- Collect, analyze, and disseminate data as it relates to educational programming, student achievement, curriculum, and instruction
- Serve as liaison between the school and community in matters concerning curricula, instruction, and district operations

- Coordinate the planning, implementation, and evaluation of the District's assessment programs in conjunction with the Supervisor of Federal Programs, Assessment, and Professional Development
- Be responsible for implementing of the ongoing, systematic process of curriculum development, revision, and implementation including assessment and the updating of instructional materials
- Provide leadership in conjunction with the Superintendent in developing and implementing district goals and action plans
- Assist in the supervision and development of building principals
- Assist in the supervision and evaluation of staff as directed by the Superintendent
- Assist in preparation of public relations information and documentation
- Provide consultation and direction to district personnel on all matters as directed by the Superintendent

Other Responsibilities:

- Be accountable to support the coordination, implementation, and monitoring of all state/local policies and standards relating to curriculum and instruction
- Demonstrate and maintain knowledge of current research and trends in the areas of curriculum and instruction and provide leadership in these areas as appropriate to the District's needs
- Support the preparation of and provide leadership to explore grants that would bring additional funding into the district through partnerships, business relationships, etc.
- Represent the District at meetings and workshops as directed by the Superintendent
- Assist the Superintendent in matters relating to employment recommendations of district personnel for School Board approval
- Provide support for the planning, selection, and implementation of computer technologies as it relates to the K-12 instructional program

- Be highly visible in buildings and classrooms to monitor instruction and provide administrative presence in the school environment
- Initiate and make recommendations for programming to the Superintendent in efforts to promote continuous improvement in the district.
- Carry out other duties as assigned by the Superintendent

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